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# Graduate Fellowships

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Office of Diversity and Strategic Staffing

2021-2022

***All fellowship awards and their corresponding internships must be approved by LANL management. Awards and corresponding internship assignments are not guaranteed, even if student has management support.***

# Program Goals, Objectives, and Benefits

Grow and foster Laboratory pipeline by:

- Recruiting top talent for our Operations, STE, and Weapons capabilities
- Retaining high-performing graduate students, particularly those who express interest in beginning their careers at LANL
- Establishing and/or strengthening professional relationships with new or continuing interns
- Build mutually-beneficial research partnerships with student, university, and Laboratory
- Diversifying student pipeline, organization roster, and workforce as a whole

Benefits to host organization:

- Increase representation of underrepresented communities in Student Program
- Partially reduces need to conduct university recruiting—consortia provide a number of competitive, highly-qualified candidates for review
- Opportunity to foster growth of current high-performing GRAs (eligibility for [Graduate Fellowship Program](#))
- Encourage retention by funding graduate education for current, high-performing interns



*The mission of The National GEM Consortium is to enhance the value of the nation's human capital by increasing the participation of underrepresented groups (African Americans, American Indians, and Hispanic Americans) at the master's and doctoral levels in engineering and science.*

- Underrepresented U.S. Citizens or U.S. Permanent Residents (African American/Black, Hispanic/Latina/o, Native American/American Indian)
- MS and PhD in engineering (any field), biological, computational, and physical sciences
- Fee per fellowship: \$22,500 (*one-time fee*)
  - \$2,500 GEM Operations
  - \$16,000 Stipend
  - \$4,000 Tuition and Fees
- Remaining tuition and fees are funded by the university, either through full remission or a combination of institutional awards, assistantships, and external fellowships
- Duration of fellowship: 2-5 years
- Sponsoring organization will host PhD candidate for a one-summer internship, master's candidate for a two-summer internship
- Hiring official can recommend current interns or select from a pre-approved GEM pool

# GEM M.S. Fellowship Categories and Benefits

## Employer Fellows

- \$4,000 living stipend per full-time semester up to 4 semesters (\$8K per academic year – 3 quarters)
  - Minimum \$16,000 total stipend over the entire master's program
  - Up to two paid summer internships with a GEM Employer Member
  - Full tuition and fees provided by a GEM University Member
- \*The GEM Member University will provide a financial contract at the time the GEM Fellowship is confirmed per this recommended distribution of the GEM Employer contribution.

## University Fellows

- Full tuition and fees provided by the GEM Member University

## Associate Fellows

- Full tuition and fees provided by the GEM Member University
- At least \$8,000 stipend per year provided by the GEM Member University

# GEM Ph.D. Fellowship Categories and Benefits

## Employer Fellows

- \$16,000 stipend applied to one academic year
- Additional stipend (assistantships, grants, other stipend dollars) support from GEM Member University to bring the stipend amount up to the funding level of other funded PhD students in that department
- A minimum of one paid summer internships with a GEM Employer Member
- Full tuition and fees up to the fifth year of the PhD program

## Associate Fellows

- Full tuition and fees provided by the GEM Member University
- At least \$16,000 stipend per year provided by the GEM Member University



# GEM Eligibility Requirements

*In addition to meeting the National GEM Consortium's minimum eligibility requirements, interested candidates must also meet [programmatic requirements](#) for LANL's Graduate Research Assistant (GRA) Program*

## GEM M.S. Fellows

- Must be a senior or graduate of an accredited engineering or computer science program at time of application
- Minimum cumulative GPA of 2.8 on a 4.0 scale
- Must commit to attending a master's program at an accredited [GEM Member University](#)
- Must contractually agree to intern for two summers with the sponsoring GEM Employer, beginning the summer after sponsorship

## GEM Ph.D. Fellows

- Must be a senior, master's student, or graduate of an accredited engineering or applied science program at time of application
- Minimum cumulative GPA of 3.0 on a 4.0 scale
- Must commit to attending a PhD program at an accredited [GEM Member University](#)
- Must contractually agree to intern with a GEM Employer the summer immediately after sponsorship

# Application Instructions

Interested students must complete the following:

- Online application through the [eGEM](#) portal
- Attach copy of current resume or CV
- Attach unofficial transcripts
- Statement of Purpose
- Three letters of recommendation

*NOTE: Applicants must apply to a minimum of three [GEM Member Universities](#)*

**Completed applications are due Monday, November 15<sup>th</sup> at 11:59pm ET**



*To increase the number of American citizens with graduate degrees in STEM fields, emphasizing recruitment of a diverse applicant pool.*

- All U.S. Citizens
- Any STEM MS or PhD degree
- Fee per fellowship: \$27,000 (*annually*)
  - \$7,000 GFSD Operations
  - \$20,000 Stipend
- Tuition and fees are covered by the university, either through a tuition waiver or teaching/graduate assistantships
- Duration of fellowship: 2-6 years
- Sponsoring organization will host Fellow for a summer internship annually. Will coincide with payment of annual fellowship fee
- Hiring official can recommend current interns or select from a pre-approved GFSD pool

# GFSD Fellowship Benefits

- Provides an annual expense allowance of \$20,000, with total funding up to \$120,000 for a six-year period
- Covers full tuition and required fees
- Portable to 125 research universities
- Allows research or teaching assistantship
- Mentorship from the sponsoring employer
- Establishes lasting professional relationships with the sponsoring employer

# GFSD Eligibility Requirements

*In addition to meeting the GFSD Consortium's minimum eligibility requirements, interested candidates must also meet programmatic requirements for LANL's Graduate Research Assistant (GRA) Program*

- Can be at any stage of their graduate program at time of application
- Must be accepted and commit to a [GFSD Member University](#)
- Must complete a one- to two-summer internship with the GFSD Employer. Internship assignments may be extended at the discretion of the Responsible Line Manager
- GFSD Fellows are expected to remain in good academic standing, and must provide transcripts to the Consortium annually

# Application Instructions

Interested students must complete the following:

- An online application through GFSD's [application portal](#)
- Submission of unofficial transcripts
- Submission of official GRE score report
- Provide employment history
- Provide information on publications, presentations, poster sessions, etc.
- Highlight research experience
- Personal statement and professional goals
- Request three letters of recommendation

**Completed applications are due Wednesday, December 15<sup>th</sup>**

# GRA Fellowship Program

- Sponsoring organization will host GEM or GFSD Fellow as a casual Graduate Student intern (GRA) for a minimum of:
  - One summer (ten weeks), if GEM PhD fellow
  - Two summers (ten weeks ea.), if GEM master's fellow
  - Each summer for duration of sponsorship, if GFSD master's and PhD fellow

*\*\*\*Visits during the winter and spring intersessions are allowed under this staffing option*

- Fellow will receive [standard GRA salary](#), based on current level of graduate education
- Fellow is not eligible for health benefits, paid time off, etc.
- Fellow is eligible to participate in all events hosted by the Student Programs Office, like the Annual Student Symposium, technical talks, lecture series, etc.
- Within two months of hiring, Fellow is automatically eligible for [LANL Graduate Fellowship Program](#)
- No service requirement attached to this option. Student may transfer organizations or leave the Laboratory after fulfilling their minimum internship requirement

# Nomination Process

**Accepted into Consortium**



**Nominated for GEM or GFSD Fellowship by Management**



**New or Returning Student Process**



# LANL Graduate Fellowship Program

- Candidates are hired as full-time, limited-term staff members, equivalent to an R&D Engineer 1 or Scientist 1, under the following job titles:
  1. GEM Fellow
  2. GFSD Fellow
- LANL Graduate Fellows are paid full salary, minimum of the R&D Engineer 1/Scientist 1 salary band, while working onsite, and paid half of this salary while they are at their university
- LANL Graduate Fellows are eligible for full health benefits, paid time off (vacation and sick leave), etc.
  - LANL Graduate Fellows will report full-time hours weekly, even while they are receiving half their salary during the academic year, to maintain benefits eligibility and accrue paid time off
- LANL Graduate Fellows should work onsite during:
  1. Summer breaks
  2. Winter intersessions
- LANL Graduate Fellows are eligible for travel reimbursement from their university to LANL (twice a year)

# Stipulations

- Program length is limited to two years
- Two-For-One Service Requirement:
  - For every one month as a LANL Graduate Fellow, participants owe LANL two months of full-time employment after completing the program (e.g. two years as LANL Graduate Fellow → owes LANL four years or full-time employment)
  - If LANL Graduate Fellow is in violation of requirement, either through voluntary resignation or involuntary resignation for cause, they must pay back any expenses related to consortium fees, travel costs, and any relocation reimbursements
- Sponsoring organization is expected to convert LANL Graduate Fellow to full-time staff after completing the program. At its discretion, the sponsoring organization may:
  - Change appointment from limited-term (TRMA) to regular (REG)
  - Assign salary alignments/adjustment, including possible promotion
  - Adjust job title to appropriate level of Scientist or R&D Engineer (e.g. R&D Engineer 2)
- After completing the program, LANL Graduate Fellows are eligible for relocation benefits (equivalent to Postdoc relocation package)

# Eligibility Requirements

- Nominated and selected by LANL management
- Have worked at the Laboratory for a minimum of two, non-consecutive months (usually in the capacity of a student)
- Provide proof of acceptance into an accredited graduate program
- Initially have and maintain a minimum cumulative GPA of 3.2 on a 4.0 scale, or equivalent.
- Successfully complete a minimum of six credit hours, or equivalent, per term
- Be granted a GEM or GFSD fellowship

# Conversion Process

**Accepted into Consortium**



**Nominated for GFP by Management**



**Compilation of Conversion Package**

# Contents of Nomination Package

## Employment Action Request Form (F-3014)

- Completed by HR generalist or Fellowship Program Coordinator

## Conversion Justification Memo

- Completed by mentor or group-level manager (template will be provided by Fellowship Program Coordinator)
- Routed through division-level management and addressed to Fellowship Program Coordinator, as final approver

## Educational documents

- Provided by candidate
- If GRA, **current academic transcript** (may be unofficial)
- If final-semester UGS or Post-BS, **degree conferral information** (e.g. final undergraduate transcript) and **proof of acceptance into a graduate program**

## Resume/CV

- Provided by candidate

## Two letters of recommendation from faculty or LANL staff

- Requested by candidate; provided by recommender to mentor or manager

## Signed Salary Detail

- Provided by HR generalist

# Questions?

Contact:

**Matthew Pacheco**

*Fellowship Program Coordinator*

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